YOUR GUIDE TO BIBLIOGRAPHIC CITATION:

M L A CITATION STYLE

Please Note:

This handout is based on the
MLA Handbook for Writers of Research Papers,
7th edition, 2009.

While Library staff have made every effort to avoid errors in this document, we strongly encourage students to verify this information with the MLA Handbook for Writers of Research Papers or with your professor.

The Library, Durham College & UOIT
Revised July 2011

Control + Enter

Overview of changes in the *MLA Handbook for Writers of Research Papers*, 7th edition, effective April 2009:

- MLA no longer requires underlining. Titles, such as book and periodical titles, are now *italicized* rather than underlined.

- All entries in a Works Cited list, whether they are print or electronic, must now include the medium in which they have been published (Print, Web, DVD, Television, etc.).

- URLs are no longer required in most citations. Due to the changeable nature of URLs, MLA recommends that writers only include a web address if the audience is unlikely to find the source otherwise OR if your instructor requires it.

- Many sources do not have a date, publisher or pagination. MLA advises, where applicable, to write **n. pag.** for those sources without page numbers, **n.d.** for no date, and **n.p.** if name of the publisher or place of publication is omitted.

Avoiding Plagiarism

When writing a research paper, lab report or any other type of academic assignment, you will likely use resources such as books, articles and websites written by other people to support your argument. However, when using someone else's information, you must indicate where that information came from (credit must be given where credit is due). **If you fail to acknowledge your sources, you are guilty of plagiarism.** Plagiarism is a serious offence which may lead to lost marks or a failing grade.

There are numerous formats for providing credit (also known as bibliographic citation) to other sources within your research paper. This handout will provide a brief summary of the **MLA** (Modern Language Association) bibliographic style guidelines as outlined in the *MLA Handbook for Writers of Research Papers*, 7th edition, found in the Library at LB 2369 .M53 2009 in the reference and circulation sections.

PLEASE CHECK WITH YOUR INSTRUCTOR FOR ANY ADDITIONAL REQUIREMENTS THAT MAY DIFFER FROM THOSE OUTLINED BY THE MLA.

When to cite

Before examining the specific formats of the MLA citation style, it is important to understand when to cite to avoid plagiarism. A source must be cited or acknowledged within your paper when you:

- quote material verbatim (word for word)
- reword or paraphrase information
- include statistics or findings from a survey or study
- incorporate facts, ideas or opinions that are *not* common knowledge

Listed below are a few examples to illustrate when citations are required. MLA generally uses the author's surname and page number to cite information *within* the body of the essay. Full details about your source appear at the *end* of the essay.

Assume that you have been given an assignment on mergers and takeovers. You decide to use an article by Steven Theobald, called "Cara makes unsolicited bid to gulp Second Cup" which appeared in the *Toronto Star*, Tuesday, August 14, 2001, on pages E1 and E12.

Here are two passages taken directly from the above-mentioned article:

> **The Toronto-based firm already owns 39 per cent of Second Cup and is now offering $21 million, or $7 a share, to get that stake up to 71 percent.**
>
> **While Cara's offer may not be that tempting, it does solve the liquidity problem, said Dave Brodie, a retail analyst with HSBC Securities (Canada). He added that it makes sense to eventually take Second Cup private since it's a franchise operation that relies on franchisees, not the stock market, to provide capital.**

Citation is required if you were to use a **direct quote** from this source in your paper, as in the example below. The author's last name and the page number of the article appear directly after the quote.

> **Cara is currently trying to increase its holdings in Second Cup. "The Toronto-based firm already owns 39 per cent of Second Cup and is now offering $21 million, or $7 a share, to get that stake up to 71 percent" (Theobald E1).**

NOTE ABOUT SPACING: While it is likely your essay will be double-spaced, it is worth noting that the Modern Language Association endorses double spacing especially for direct quotes. *To save paper and space, single spacing has been used throughout this Guide.* Please consult with your professor to confirm his or her spacing preferences.

Paraphrasing or **rewording** the passage does not make it your own. Acknowledgement or citing is still required, as in the following example.

> **Cara, who is headquartered in Toronto, already owns 39 per cent of Second Cup. In order to increase their holdings up to 71 percent, they are now offering to buy out current shareholders for $21 million or $7 a share (Theobald E1).**

Statistics must always be cited. Below you have paraphrased and have made a logical conclusion (i.e. 71-39) based on the numbers given in the article. Acknowledgment of your source is required.

> **Cara wants to acquire an additional 32 per cent of Second Cup in order to increase its ownership from 39 per cent to 71 per cent (Theobald E1).**

When you **summarize the concept** for your readers, as in the example below, you must still cite your source.

> **Since Second Cup is a franchise and relies on its franchisees to supply its working funds, its cash flow or liquidity is limited. If Cara controlled Second Cup as a private company traded on the stock exchange, there should be more money for operations (Theobald E12).**

Note: it is not necessary to cite information that is widely known by your audience – for example: "milk is a good source of calcium" or "water freezes at zero degrees Celsius".

What to cite

Although the previous examples were taken from a newspaper article, proper citation applies to all types of formats including books, journals, newspapers, works by associations or corporations, encyclopedias, dictionaries, technical reports, videocassettes, websites, electronic journal articles or interviews.

With so much concern over plagiarism, students often complain that their essays will simply be a string of cited lines and paragraphs. However, it is how you interpret the information from various sources and bring it together, that is uniquely yours. No other individual will come up with quite the same combination. If you are in doubt if a citation is required, it is better to cite more often than not.

Modern Language Association (MLA) Style: In Text Citations and Works Cited List

Information from other sources must be acknowledged within the body of the text (**in text** or parenthetical citations) *and* at the end of the paper (in a **Works Cited list**). It is important that all references cited within the text appear in the Works Cited list, and vice versa.

In Text Citations

In the body of your essay, you acknowledge your cited material with the **author's name** and the **page number** (if applicable) where the information was found. This will allow the reader to find the complete source listed in your Works Cited list at the end of your paper. The Works Cited List (also known as a bibliography) will provide enough information to identify or locate each source.

The surname of the author and the page reference are inserted in the text at the appropriate point, usually in a natural pause in the sentence as close as possible to the cited information (e.g. at a comma, after a quotation, or at the end of the sentence).

> **Most new research builds on past work done by others (Gibaldi 142).**

If the author's name is already mentioned in the text, only the page number is required in the citation.

> **Gibaldi notes that most new research builds on past work done by others (142).**

Either format is acceptable, although the second example may be easier to read as it is less fragmented. In the majority of the examples listed in the following sections, the in text citations are given as if the author's name was not used in the sentence.

If you wish to include two or more works in a single reference, separate them using semi-colons. If multiple pages are being referred to, indicate the range in the brackets.

> **(Sly and Mason 105-6; Wilson 456)**

Where there is **no pagination** or when referring to the **overall contents of a work**, it is preferable to include the author in the text of the essay and not in a parenthetical reference if possible.

Using Quotations

If you quote from or refer to material where the author and the page number are known, include the surname and the page number in parentheses after the relevant section. If your quote is less than *five* lines integrate it into the body of your paper with the proper use of quotation marks.

> **Laughter is a gift and "the most significant characteristic of the human mind" (deBono 55).**

If your quote is *five* lines or longer make sure that it stands out within the body of your paper. Indent the quotation 2.5 cm. from the left margin and double-space it.

> **Especially if you are pressed for time, it is so easy to fall into the trap of passing off another's work as your own. You need to remember that:**
>
> > **Plagiarism is theft. Plagiarism is copying. Plagiarism is the failure to acknowledge borrowed material. Plagiarism is illegal, immoral and punishable (usually by failure, in some colleges by expulsion and in the business world by legal action). It is not plagiarism to present other people's ideas in your essay; it is plagiarism to present other people's ideas as your own. (Coggins 32)**

Works Cited List

A sample Works Cited list, using the proper spacing and format, has been included at the end of this Guide.

The list of works cited should start on a new page, continuing the page numbers of the text (e.g., if the text of your paper ends on page 8, the works cited list begins on page 9). The words Works Cited should be centered at the top of the page. All entries should be **double-spaced** (the examples used through most of the handout are single spaced due to space limitations). MLA uses a hanging-indent format – the first line of each entry is flush left and subsequent lines are indented 5-7 spaces or one tab. Entries should be arranged alphabetically by author's surname or name of a corporate body. If the author is unknown, alphabetize the entry in the list by its title (ignoring an initial *A*, *An* or *The*).

Elements that must be contained in a Works Cited citation includes the author's name, title, date of publication, publisher information and medium type (print, web, etc.). The following pages list some common MLA style examples of how to provide Works Cited list citations. Note the type of information included in a bibliographic entry and its specific order. Also pay attention to correct punctuation.

The examples listed in the following pages of this document are guidelines only. For complete information and an exhaustive list of examples please consult the *MLA Handbook for Writers of Research Papers*, 7th edition, 2009, found in the Library at LB 2369 .M53 in both the reference and circulation sections.

PLEASE CHECK WITH YOUR INSTRUCTOR FOR ANY ADDITIONAL REQUIREMENTS THAT MAY DIFFER FROM THOSE OUTLINED BY THE MLA.

Examples of Print Materials:

Book
(general reference format)

Author last name, first name. *Title of Book*. City: Publisher, year. Medium.

There are four main parts to a book citation: the author's name, the title of the book (italicized), the publisher information and the medium type (print, web, etc). Give the author's name as it appears on the title page (e.g. if first names are provided, list them; if only the author's initials are given, just use the initials). The title and any subtitles should be italicised. If more than one place of publication is given, only provide the first one listed. Publishers' names should be listed abbreviated as much as possible e.g. omit articles (a, an, the), business abbreviations (Co., Corp, Inc., Ltd.) and descriptive words (Books, House, Press, Publishers). When citing a university press, always add the abbreviation P (Ohio State UP) because the university itself may publish independently of its press (Ohio State U).

Depending on the source, other elements that are sometimes included in a book citation are: the title of an individual document within the work, names of editors, edition, volume number, series name, and page numbers.

Note: for electronic books, see the example under the electronic materials section.

Book
(no author or unknown author)

If there is no author or the author is unknown, use the title. Shorter titles can be included in full in the in text citation. Longer titles can be shortened for the in text citation but the first word (not counting articles like a, an, the, etc.) must remain so the title can be found in the alphabetized bibliography at the end of the paper. Titles of entire works (e.g. book titles) are italicized.

In Text: (*Encyclopedia of Virginia* 212)

Works Cited: *Encyclopedia of Virginia*. New York: Somerset, 1993. Print.

Note: for electronic books, see the example under the electronic materials section.

Book
(one author)

In Text: (Barnet 97)

Works Cited: Barnet, Sylvan. *The Practical Guide to Writing*. Toronto: Longman, 2003. Print.

Note: for electronic books, see the example under the electronic materials section.

Book
(two or three authors)

In Text: (Booth, Colomb, and Williams 190)

Works Cited: Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research.* 2nd ed. Chicago: U of Chicago P, 2003. Print.

The first author's name listed is reversed – the last name comes before the first name. The names of the second and third authors are given in regular first and last name order. List the names in the same order as they appear on the title page.

Note: for electronic books, see the example under the electronic materials section.

Book
(four or more authors)

Either list all authors, or list only the first author and add the phrase *et al* ("and others"). Use the same format for the in text citation and works cited entry.

In Text: (Barclay et al. 144-145)

Works Cited: Barclay, Michael, et al. *Have Not Been the Same: The CanRock Renaissance, 1985-95.* Toronto: ECW, 2001. Print.

Note: for electronic books, see the example under the electronic materials section.

Edited, Translated or Compiled Book

In Text: (Greenspan and Rosenberg 77)

Works Cited: Greenspan, Edward, and Marc Rosenberg, eds. *Martin's Annual Criminal Code: Student Edition 2010.* Aurora: Canada Law Book, 2009. Print.

When using an entire book that lists editors, translators or compilers on its title page use the appropriate abbreviation – ed. (if only one editor), eds. (if more than one editor is listed), trans., or comps.

Note: for electronic books, see the example under the electronic materials section.

Article or Chapter in an Edited Book

In Text: (Naremore 266)

Works Cited: Naremore, James. "Hitchcock at the Margins of Noir." *Alfred Hitchcock: Centenary Essays.* Ed. Richard Allen and S. Ishii-Gonzales. London: BFI, 1999. 263-77. Print.

The editor is listed after the book title, with the abbreviation 'Ed.' (even if there is more than one editor still use 'Ed.'). List the page numbers of the article or chapter after the year of publication. Note: for electronic books, see the example under the electronic materials section.

Government Document

Government documents may have individual authors (see example below) or may have an entire department as an author (see the section below entitled 'Group as Author'). The government department may be the publisher and the place of publication may be the city of the department's head office.

In Text: (Fitzgerald 33)

Works Cited: Fitzgerald, Robin. *Fear of Crime and the Neighbourhood Context in Canadian Cities.* Ottawa: Statistics Canada, 2008. Print.

Note: for an online version, see the example under the electronic materials section.

Group as Author
(government agency, associations, corporations, etc.)

When citing a group author, the full form of the group's name is written out in the text citation. It is often better, however, to include a long name in the text, so that the reader is not interrupted with an extended parenthetical reference (the first example below uses a long parenthetical citation).

In Text: Canada was the first nation to ratify the treaty (Canada. Dept. of Foreign Affairs and International Trade 17).

According to a document released by the Canadian Department of Foreign Affairs and International Trade, Canada was the first nation to ratify the treaty (17).

Works Cited: Dofasco. *Annual Report 1999.* Hamilton: Dofasco, 2000. Print.

Canada. Dept. of Foreign Affairs and International Trade. *Freedom From Fear: Canada's Foreign Policy for Human Security.* Ottawa: DFAIT, 2002. Print.

Corporate publications (e.g. annual reports) are often published by the corporation itself. In these cases the corporation is listed as Author and Publisher. The place of publication is often the city of the corporation's head office. When citing government documents without individual authors, state the name of the government first (e.g. Canada, United States), followed by the name of the agency.

Note: for an online version, see the example under the electronic materials section.

Pamphlets

Pamphlets are treated as books. If the pamphlet does not have an individual author, then list it using the title information.

Encyclopedia Entry

In Text: (Bercuson 101)

("Existentialism" 203)

Works Cited: Bercuson, David Jay. "Canada." *The World Book Encyclopedia*. Chicago: World Book, 2006. 93-106. Print.

"Existentialism." *Routledge Encyclopedia of Philosophy*. London: Routledge, 1998. 199-204. Print.

List the page numbers of the section after the year of publication. Note: for electronic sources, see the example under the electronic materials section.

Revised Editions

If an edition is given, specify it by number (2nd ed.), name (Rev. ed.), or year (2004 ed.).

In Text: (Castro and Huber 91)

Works Cited: Castro, Peter, and Michael E. Huber. *Marine Biology*. 4th ed. Boston: McGraw-Hill, 2003. Print.

Note: for electronic books, see the example under the electronic materials section.

Two or More Books by the Same Author

The title is included in the in text citation (in full or a shortened version) to distinguish the works. If the author's name is already mentioned within the text, it can be omitted from the parenthetical reference.

In Text: (Barnet, *Practical Guide* 87)

(Barnet, *Short Guide to Writing* 17)

Works Cited: Barnet, Sylvan. *The Practical Guide to Writing*. Toronto: Longman, 2003. Print.

---. *A Short Guide to Writing about Art*. 4th ed. New York: Harper Collins College, 1993. Print.

The author's name is only listed in the first entry in the Works Cited list. The author's name in additional entries will be replaced by three hyphens and a period (---.). Works listed under the same name are alphabetized by title.

Periodicals (Journals, Magazines, Newspapers) (general works cited form)

Citations for journal articles include the author's name, the title of the article, title of the journal (italicised), volume and issue information (if applicable), date, the page range of the article and the medium type (print or web, etc).

Author's name. "Article Title." *Journal Name* volume.issue (year): page-range. Medium.

Note: if the item is in an electronic format, see the examples under the electronic materials section.

Scholarly Journal Article

In Text: (Keary 614)

Works Cited: Keary, Anne. "Dancing with Strangers: Europeans and Australians at First Contact." *Canadian Journal of History* 41 (2006): 613-616. Print.

Most scholarly journals have continuous pagination throughout the issues in one year or volume. If the journal does not have continuous pagination, but begins each issue on page 1, then you will need to include the issue number as well as the volume number, separated by a period.

Murphy, Karen L., Roseanne DePasquale, and Erin McNamara. "Meaningful Connections: Using Technology in Primary Classrooms." *Young Children* 58.6 (2003): 12-18. Print.

Note: if the item is in an electronic format, see the example under the electronic materials section.

Magazine Article

For magazines published every week or every two weeks, the complete date (day, month, and year) should be provided in the citation. If the magazine is published monthly or every two months only the month and year needs to be provided. Do not provide volume and issue numbers even if they are listed. If there is no author, begin the entry with the title.

In Text: (Geddes 21)

("An Unlikely Champion")

Note that no page numbers are used in one of the examples above, as the entire article is being cited.

Works Cited: Geddes, John. "A Natural Remedy?" *Maclean's* 4 June 2007: 20-22. Print.

"An Unlikely Champion of the Rule of Law." *Maclean's* 11 June 2007: 31. Print.

Note: if the item is in an electronic format, replace the "Print." designation with "Web." and the retrieval date - see the journal article examples in the electronic materials section.

Newspaper Article

Similar to magazine articles, provide the date of the publication (abbreviate months with the exception of May, June and July) and do not include volume and issue information, even if provided. For articles that are not printed on consecutive pages, only provide the first page number with a plus sign (e.g. C4+).

In Text: ("Ignorance" A2)

Work Cited: "Ignorance, Politics and the Way of Democracy." *Toronto Star* 16 June 2007: A2. Print.

Note: if the item is in an electronic format, replace the "Print." designation with "Web." and the retrieval date - see the journal article examples in the electronic materials section.

Examples of Electronic Sources:

Please note: In previous editions of the *MLA Handbook for Writers of Research Papers*, a URL was included in the Works Cited entry for an online resource. The 7th edition of the handbook recommends including a URL as supplementary information only when the reader probably cannot locate the source without it OR when your instructor requires it – check with your instructor for his/her preference.

As not all online resources provide all of the desired bibliographic information (author, date, page numbers, etc.), you will need to be flexible and use whatever information you are given.

Website – One Page or Section (general works cited form)

Last name, First name. "Document title if available." *Title of the overall Website,* Version or edition if available. Publisher or N.p. to designate no publisher, publication date or n.d. to indicate that no date was given. Web. Date of access.

In Text: ("Works of Joyce Wieland")

(Wong)

Works Cited: "Works of Joyce Wieland." *Celebrating Women's Achievements: Women Artists in Canada.* National Library of Canada, 2000. Web. 29 Mar. 2009.

Wong, Jessica. "Celebrating the Kid Inside." *CBC News.* Canadian Broadcasting Corporation. 30 July 2004. Web. 20 Aug. 2008.

If you need to include a URL (the item is difficult to locate OR if your instructor requires it), place it after the date in angle brackets (<>), followed by a period, as in the following example.

Wong, Jessica. "Celebrating the Kid Inside." *CBC News.* Canadian Broadcasting Corporation. 30 July 2004. Web. 20 Aug. 2008. <http://www.cbc.ca/arts/features/rejuvenile>.

Entire Website

Title of the overall Website, Version or edition if available. Publisher or N.p. to designate no publisher, publication date or n.d. if no date was given. Web. Date of access.

In Text: (*Canadian Museum of Civilization*)

Most websites will not have page numbers; **you may omit the page number in your citation, if none are given in the original document.** In this instance, using the author's name or website in the text is preferable to using a parenthetical citation. If you need to include a URL, see the previous example.

Works Cited: *Canadian Museum of Civilization.* Canadian Museum of Civilization Corporation, 2007. Web. 19 June 2008.

Online Journal

This example refers to journal articles that you found using an Internet search engine (Google, etc.). If you retrieved the article in a Library database (that you had to login into with your network login), please use the next example.

In Text: (Stenson)

Works Cited: Stenson, Kevin. "Governing the Local: Sovereignty, Social Governance and Community Safety." *Social Work & Society* 6:2 (2008): n. pag. Web. 22 Mar. 2009.

If you need to include a URL (the item is difficult to locate OR if your instructor requires it), place it after the date in angle brackets (<>), followed by a period (see the example for "Website – One Page or Section").

The item may have regular pagination (as in a PDF format), may have the starting page with the number of pages, or may not provide paging at all. If paragraph numbers are used in the document, use the abbreviation *par.* or *pars.* (e.g. Lederberg, pars. 10-12). If there is no pagination given, use 'n. pag.' to indicate this, as in the Stenson example above.

Journal Article from a Library Index or Database (e.g. Proquest's CBCA Reference, EBSCOhost's Academic Search Premier)

Use the format below for articles found using the Library's article indexes or databases (that you had to login to using your network login). The Library subscribes to these resources, which are not generally found free on the Internet. The name of the library database is listed after the page numbers in italics, as is Academic Search Premier in the example below.

If the document is in a PDF format, there will be page numbers that you can use in your in text citation. If you are using a format that does not include page numbers or paragraph numbers, use 'n. pag.' to indicate this. If paragraph numbers are used in the document, use the abbreviation *par.* or *pars.* (e.g. Lederberg, pars. 10-12).

In Text: (Keary 614)

Works Cited: Keary, Anne. "Dancing with Strangers: Europeans and Australians at First Contact." *Canadian Journal of History* 41 (2006): 613-616. *Academic Search Premier*. Web. 17 May 2009.

If you need to include a URL (the item is difficult to locate OR if your instructor requires it), place it after the date in angle brackets (<>), followed by a period (see the example for "Website – One Page or Section"). In the case of very long and complicated URLs, the URL of just the site's search page can be given.

Electronic Book from a Library Subscription Service

In Text: (Troost and Greenfield 113)

Works Cited: Troost, Linda, and Sayre N. Greenfield, eds. *Jane Austen in Hollywood.* 2nd ed. Lexington: University Press of Kentucky, 2001. *NetLibrary.* Web. 18 May 2009.

Online Encyclopedias and Dictionaries

Encyclopedia and dictionary entries may not have author information for the individual entry. For the in text citation, if there is no author available, use the title of the entry (shortened if it is a long title). In the second reference example, there is no date, author or editor information provided. If the online version refers to a print edition, include the edition number after the title.

In Text: B. F. Skinner was very influential in the field of psychological behavioralism (Graham).

Global warming is an increase in temperature due to pollution ("Global Warming").

Reference: Graham, George. "Behaviorism." *The Stanford Encyclopedia of Philosophy.* Ed. E. N. Zalta. Stanford: Stanford University, 2007. Web. 12 June 2010.

"Global Warming." *Merriam-Webster Online Dictionary.* Merriam-Webster Online, 2010. Web. 12 June 2010.

Online Document (such as a Government Document)

In Text: (Fitzgerald 33)

Works Cited: Fitzgerald, Robin. *Fear of Crime and the Neighbourhood Context in Canadian Cities.* Ottawa: Statistics Canada, 2008. Web. 4 May 2009.

Online Image

Works Cited: Artist or Creator. "Description or Title of the Image." Date the image was created. Online Image. *Database Name or Title of the Site.* Date of Download. <url>.

The MLA Handbook does not provide a great deal of information for citing online images; the citation format above has been created based on consistency with other formatting conventions.

Citing Statistical Information and Data

Note: Documents from Statistics Canada that are electronic versions of print publications (generally produced in PDF format on the website) should be cited as e-books accessed on the internet.

MLA Style does not have a convention specifically for citing statistics. The following *Works Cited* examples have been created based on consistency with MLA conventions for other types of materials; for *in text* citation styles, see the examples throughout this guide. Be sure to check with your professor to determine if he/she has a preferred style for citing statistics.

In previous editions of the *MLA Handbook for Writers of Research Papers*, a URL was included in the Works Cited entry for an online resource. The 7th edition of the handbook recommends including a URL as supplementary information only when the reader probably cannot locate the source without it OR when your instructor requires it – check with your instructor for his/her preference.

When citing a statistical table, graph, figure or chart, provide the author and the full name of the table, graph, figure or chart, followed by the appropriate descriptor Table, Chart, Figure, Graph. Provide the title of the database if one was used (E-STAT, DLI, etc.) in italics, followed by the medium and access date.

2001 Census table extracted using E-STAT

Statistics Canada. *2001 School Attendance, Education, Field of Study, Highest Level of Schooling and Earnings, 2001, Manitoba Census Subdivisions.* Table. *E-STAT.* Web. 16 August 2005.

CANSIM data table extracted using E-STAT

Statistics Canada. *Table 326-0001 Consumer Price Index (CPI), 2001 Basket Content, Monthly.* Table. *E-STAT.* Web. 19 August 2005.

Tables, graphs, figures or charts from the Statistics Canada website in HTML or PDF

Statistics Canada. *Gross Domestic Product, Income-based.* Table. Web. 19 August 2005.

Beyond 20/20 Table from DLI (e.g. Justice Data)

Statistics Canada. *Table 251-0007 – Adult correctional services, operating expenditures for provincial, territorial and federal programs, annual.* Table. *DLI.* Web. 10 November 2008.

Other Common Resources

Personal E-mail

In Text: (Robinson)

There will generally be no page number to refer the reader to. You may wish to include the source as part of your sentence rather than place it in brackets.

Works Cited: Robinson, Martha. "Vacation Plans." Message to Daniel J. Cahill. 22 Mar. 2008. E-mail.

Harner, James L. Message to the author. 12 Feb. 2009. E-mail.

Personal Interview (that you conducted)

In Text: (Nesbit)

There will generally be no page number to refer the reader to. You may wish to include the interviewee's name as part of your sentence rather than place it in brackets. In the citation, include the interviewee's name, type of interview (personal, telephone, etc) and the date.

Works Cited: Nesbit, Louise. Personal Interview. 17 July 2008.

Class Lectures and PowerPoint Notes

Lectures: for ease of reading, you may wish to include the lecture information in the body of your essay, indicating date, course and the professor's name, as in the in-text example below.

In Text: In a lecture on 15 May 2008, in a course on effective research, Dr. Robert Smith stated, "Grammar is an essential part of communication".

Works Cited: Smith, Robert. "Research Assignment Instructions." ABC Institution. Oshawa. 15 May 2008. Lecture.

Provide your professor's name, title of the lecture (if known), the name of your institution, the location and the date. Indicate that it is a lecture.

PowerPoint notes: MLA does not have a specific, official rule on citing class or lecture notes that are provided to a class by the professor using PowerPoint. P*lease check with your professor for his or her personal preferences.*

Audio Visual Materials

Citation formats for audio visual materials such as CDs, DVDs and videos vary depending on the type of material and the type of information provided by the source itself. For examples, please see the *MLA Handbook for Writers of Research Papers*, 7th edition, found in the Library at LB 2369 .M53 2009.

Quoting a Quote (Citing an Indirect or Secondary Source)

If you quote a quote or indirectly cite a source, you must remember that you did not see the original source; you can only cite the second-hand or indirect source. For example, a book or article that you are using by the author Runciman may make reference to one of Shakespeare's plays, but you didn't actually read the play itself as a source. Note: the abbreviation for "quoted" is "qtd".

In Text: As the three witches in Macbeth appropriately chant "Fair is foul, and foul is fair" (qtd. in Runciman 74).

Your **Works Cited** list would have an entry for the Runciman work (the source that you actually used) and not for the source that Runciman himself used (he read the play – you didn't).

Works Cited List - Sample

Here is a sample of a Works Cited page that will appear as a separate page at the end of your paper. Remember, the title "Works Cited" should appear centred at the top of the page. The works cited page should be double-spaced; including the line between the title and the first entry. Each entry will begin flush with the left margin and if the entry is more than one line, the subsequent lines are indented 5-7 spaces (one tab) from the left margin.

When citing two works by the same author, the author's name in the second entry is replaced by three dashes as shown in the Barnet example below. For items that are arranged by title, such as "An Unlikely Champion of the Rule of Law", ignore the 'An' when alphabetizing.

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